**IPR: Electronic Document Workflow, Phase 2: Version 2.0 Deployment**
June 17, 1999


**EDW Deployment** - briefed by Major Bart Becknell, Project Manager to Mike Williams.

**Others present:** Donna McKalip (Acquisition Team Chief- ABA), Major Bernie Flowers (Technical Architecture Working Group-TAWG), Tory Baggiano (AB Analyst, IT Acquisition Team) and Chris Bertelli (AB Analyst, IT Operations Team-ABO).

**IPR Minutes** *(Action Items in blue italics):*

Overview

- Bart introduced/addressed the EDW Quad Chart (Objective/Benefits, Cost, Schedule and Operational Status).

Cost

- Per Bart, of the $200K budgeted for EDW FY99 Logistics Management Institute (LMI) Contractor Support, $100k has been re-programmed for the EDW Contractor, Universal Systems Inc. (USI), to cover Version 2.0 Automated Information System (AIS) Training.
- The $100k funding re-programming was confirmed by Chris Bertelli.
- Chris asked when/if the $104k remaining for the purchase of EDW Scanners (see scanner issue below) would be obligated.
- Per Bart, the scanner funds will be obligated by the end of 6/99.
- *Per Donna M., Bart is tasked to provide documentation that justifies his own EDW travel requirements for the remainder of FY99 by cob 7/23.*
- Per Chris, *Donna M. tasked Bart to provide F Y00 average daily AIS Training costs for each District (East, West and International) by cob 6/17.*

Schedule

- Tory provided an EDW Schedule Status report.
- Per Tory, based on the current schedule **baseline** (this is the "should be" schedule, statused, as if all went as planned as of 6/17), at **51%.** The **actual** schedule is **52%** complete, as some Contract Administration Office (CAO) Sites completed deployment slightly ahead of schedule.

Operational

- Mike reiterated that District feedback/requests for product changes should be directed to the DLA HQ Project Manager, not directly to the EDW contractor.
- Mike asked Bart to communicate to the EDW Contractor (USI) that he (Bart) is the *only* DCMC point of contact for EDW Program decisions.
- Per Bart, PKI certificates will be required by the EDA Web site, starting 6/28.
- Mike asked if we have gotten PKI certificates for all the EDW servers yet.
- Per Bart, instructions have been provided to all field offices on how to obtain the server certificates. Bart will check on progress in actually obtaining the certificates.
- Bart attended the DLA-CI Information Assurance (IA) Seminar and met the CI Public Key Infrastructure point of contact. Will use that contact to identify the DISA PKI POC and assure that there will be no problem with the DCMC server certificates.

Version 2.1

- Per Bart, there are plans to release a new EDW version (2.1) that provides 23 system improvements.
- Mike asked Bart to explain some of the 2.1 improvements.

- Bart said that the improvements were focused on making EDW more user friendly, but would have to check as to the specific menus/fields impacted.
- Per Mike, will need a plan for 2.1 Installation and Training .
- Bart agreed and would analyze options.
- Mike suggested two 2.1 implementation options to consider:
  1) complete version 2.0 deployment, before deploying 2.1
  2) deploying 2.0/2.1 simultaneously.

- **Mike stressed that the priority is to maintain the 2.0 deployment schedule (FOC 12/99). Version 2.1 should be deployed simultaneously only if it will not impact the current 2.0 schedule.**
- Per Bart, current plan is to hold a Test Readiness Review 7/1, and to perform a version 2.1 Functional Test in Boston 7/12; however, the version 2.1 approach/plan will have to be developed after the next EDW Users Group Meeting (around 8/1).
- Mike reiterated that before deployment an Operational Test (OT) must be performed in Phoenix.
- Per Donna M., may want to hold off on the 2.1 FT, until after a 2.1 approach/plan has been developed. This method would allow for the incorporation of a complete version 2.1 FT/ET/OT Test Plan.
- *Per Mike/Donna, Bart is tasked to develop an EDW 2.1 Deployment Plan/Schedule in MS Project (with EDW Functional Sponsor, User Group Support) by cob 8/17.*
- Donna M. asked if the 2.1 EDW development plan must be reviewed by the IT Joint Steering Group (ITJSG) for approval, since new functionality is being added.
- Per Mike, the ITJSG approval focuses on Government off the Shelf (GOTS) Software. Because EDW is Commercial off the Shelf (COTS), ITJSG approval of the new product functionalities is not needed. However, any change to the program baseline (cost and schedule) will require ITJSG review and the DCMC Commander's approval.

Scanners

- Donna asked the reason for the EDW scanner buy.
- Mike explained that some "legacy" CAO contracts must be scanned into EDW. Contractors, in particular, will also continue to send us some documents in hard copy only, which, if we want to include them in the EDW contract folder, will also have to be scanned in.
- Donna asked what brand of scanners is in use.
- Per Bart, Fujitsu scanners (Departmental, about $3500 each, and Medium, about $1500 each).
- Donna asked as to the maintenance plan for the EDW scanners.
- Per Bart, the scanners have a 60-90 day warranty. Some scanner warranties have already expired.
- The group considered various scanner maintenance options (e.g., maintaining a stock of spare scanners, lease vs. buy, extended warranties, blanket maintenance contracts).
- Per Maj. Flowers, best approach would be to make the DCMC Help Desk the single POC/Manager for all DCMC system maintenance.
- Per Donna, can develop a Maintenance Contract to cover scanner/other equipment maintenance.
- *Per Mike, Bart is tasked to determine the best method to maintain EDW scanners by cob 7/21.*